

ADDENDUMS FOR EEO COLLATERAL DUTIES

General Information

a. EEO collateral assignments are official EEO duties and responsibilities assigned to a technician in addition to the primary duties and responsibilities of the position the technician occupies. EEO collateral assignments do not constitute the primary purpose for the establishment of the position, do not constitute a grade controlling duty, and are not the primary duty of the position (it constitutes less than 50% of the technician's time).

b. Assignments that do not have these characteristics are not collateral duties, and must be treated as continuing regular assignments. The position must be classified utilizing principles for classifying mixed grade positions

How to Document EEO Collateral Duties

a. EEO collateral assignments (i.e., Federal Woman's Program Coordinator, EEO Counselors, Hispanic Employment Manager) must be described by an official amendment (see Figure 21) and made a part of the official position description occupied by the technician who receives the assignment. An official personnel action is not required when EEO collateral duties are changed, added to, or deleted from a position. The position description must:

(1) Show who provides technical guidance and review.

(2) Show the percent of the technician's time that is spent on the collateral assignment.

(3) Describe the duties and responsibilities of the collateral assignment in detail and with sufficient clarity to determine the correct series and grade level of the work. The description should include only information necessary for classification, staffing, and other personnel administrative purposes.

b. When the incumbent no longer performs the duties, or moves to another position while retaining the collateral EEO duties, the addendum is discontinued or transferred to the incumbent's new position as required.

c. It is recommended that a memorandum of understanding be prepared by the technician's immediate supervisor and the EEO official outlining the conditions which accompany the assignment.

SAMPLE
(ADDENDUM FOR COLLATERAL DUTIES FOR EEO COUNSELORS)

PDCN: XXXXXXXXX

TITLE/PAY PLAN/SERIES/GRADE:

LOCATION OF POSITION: Unit Name
Unit Address

Performs collateral duties as Equal Employment Opportunity Counselor. Serves as the first contact for National Guard technicians who believe they have been discriminated against on an individual or class basis. Responsible for advising complainants of their rights and options. Identifying and clarifying the issues involved, attempting resolution of the complaint, and documenting these actions. Specifically:

a. Advises the aggrieved person(s) of the provisions of the laws and Federal and National Guard Regulations regarding what constitutes illegal discrimination and how complaints are processed. Assists the complainant in identifying and defining the specific acts that the complainant perceives to be discriminatory and counsels the complainant on possible means of redress.

b. Conducts an informal inquiry into allegations raised by the complainant, maintaining confidentiality when requested by the complainant. Meets with supervisors, managers, and personnelists to tactfully elicit information and to seek ways of resolving the complaint to the mutual satisfaction of the complainant and management. Counsels management officials on provisions of laws and Federal and National Guard Regulations on applicable to the case at hand.

c. Advises the State Equal Employment Manager (SEEM) regarding the status and progress of on-going counseling and seeks the SEEM's assistance and guidance on complex and sensitive issues.

d. If the complaint is not resolved within the time limits established by regulation, advises the complainant on how to file a formal complaint and offers assistance in the preparation of the complaint. Prepares a written report of counseling efforts, inquiry, attempts at resolution, and advice provided to the complainant and management officials and submits the report to the SEEM.

Incumbent works under the general supervision of the SEEM who provides guidance and advice on complex cases, reviews written reports, and ensures timely accomplishment of counseling activities.

Signature of the Incumbent

Date

Signature of First Line Supervisor

Date